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Approved For Release 2002/10/10 : CIA-RDP82-00357R000900020008-7

JOB DESCRIPTION

As of: 1 July 1972

1. POSITION 0324 : Secretary/Stenographer, Personnel and Training Section, [] 25X1A8A

2. AUTHORIZED GRADE : GS-06

3. POSITION CATEGORY:

4. DUTIES :

a. Functions as the secretary/stenographer for the Personnel and Training Section.

b. Maintains the files and records of the Personnel and Training Section.

c. Receives, distributes, and otherwise processes all incoming and outgoing Section correspondence, including cables, dispatches, memoranda, et al.

d. Maintains the [] 25X1A8A library of manuals and other specialized texts required for the conduct of [] 25X1C affairs.

e. Performs other duties as directed.

I. JOB REQUIREMENTS

Although not mandatory, it would be desirable for incumbent to have some experience in personnel and training matters, with particular emphasis on the maintenance and updating of personnel files and training reports. Incumbent must have Agency-standard typing ability and desirable, although not mandatory, would be Agency-standard shorthand. Individual should be thoroughly experienced and versed in Agency filing and record keeping, as well as experienced in handling all types of Agency correspondence, memoranda, dispatches, and cables.

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II. SCOPE AND DIFFICULTY OF WORK

Incumbent is required, under supervision, to maintain concise and detailed personnel records of [] officers with special emphasis on their training and assignment status in addition to the general clerical requirements. 25X1A

III. RESPONSIBILITY

Incumbent is directly responsible to Chief P&T Section for all assigned responsibilities including clerical, stenographic, filing, and record-keeping.

IV. PERSONAL RELATIONSHIPS

Incumbent is not required to deal on a regular basis with other components outside of the [] except for receipt of telephone communications in relaying and originating telephone calls. From time to time incumbent must be able to act as a receptionist for visitors from within and without the Agency. 25X1A8A

V. OTHER

During the absence of the senior secretary, incumbent should be able to act in her place on a temporary basis.